

HUMAN RESOURCES RECORDS CLERK

DEFINITION: Under general supervision, performs work of moderate difficulty in providing clerical support in personnel records management; assists supervisor in planning and carrying out filing and coding systems; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Responsible for the maintenance of employee files by creating folders for all new hires, filing documents related to personnel records, i.e. personnel action forms, employment applications, certificates, performance appraisals, etc. ensuring that all confidential information remains secure and purging all inactive files; scans personnel records and/or documents by ensuring the document quality, i.e. legibility, paper quality, document type and size; works with central records management staff to archive inactive employee files; routinely monitors files for completeness in accordance with applicable laws; conducts written and/or verbal employment verifications in accordance with applicable policies and procedures.

Works with employees who wish to examine their personnel files upon written request and releasing information from an employee's personnel records upon written authorization from employee; uses discretionary judgment when requested to disclose confidential personnel information on employees; may assist in the review and log in of employment applications, personnel action forms, performance appraisals, and related documents; may assist in special assignments and/or research related to personnel involving data collection and preparation of various documents.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of standard office practices and procedures.

Knowledge of manual and automated filing systems.

Knowledge of computer software, word processing, database and spreadsheet applications.

Knowledge of scanning techniques and equipment to make judgments regarding the optimal scanning equipment adjustments for various types of documents.

Skill in preparing a variety of records, reports and correspondence using computer software.

Skill in communicating effectively, orally and in writing.

Skill in the operations of modern office equipment (e.g., word processors, photocopiers, personal computers/software, optical scanners).

Skill in applying judgment in the release of confidential information.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in an office environment and requires a minimum of physical effort with intermittent sitting, standing and walking; high level of accuracy and attention to detail; occasional lifting up to 25 lbs.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and two (2) years clerical experience.

PREFERRED QUALIFICATIONS:

- FMIS Certification.
- Electronic Records Management Training; Alchemy Training.
- Experience working with electronic records management systems.
Proficient in Microsoft Office software or other computer applications.

THE NAVAJO NATION

Class Code: 1424
Human Resources Series
Human Resources Services
Group Overtime Code: Non-Exempt
Pay Grade: 58

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SPECIAL REQUIREMENTS:

- A favorable background investigation.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.